

**SECRET**

30 APR 1980

MEMORANDUM FOR: Bureau Chief  
Foreign Broadcast Information Service

VIA: Director  
Foreign Broadcast Information Service

FROM: James H. McDonald  
Director of Logistics

SUBJECT: Delegation of Authority to Act as  
Contracting Officer (U)

REFERENCE: Memo for C/RECD frm LO/FBIS, dtd  
16 April 80, Subj: One-Time Contracting  
Authority for FBIS Bureau Chief,  
[redacted] (U)

1. In accordance with the reference, you are hereby authorized to act as contracting officer in the execution of a firm fixed price contract for the repair of cracks, expansion joints, and resealing of the roof of the FBIS Bureau [redacted] (S)

2. Expenditures under this contract are not to exceed \$7,500 and are subject to availability of funds cited in the reference. (U)

3. Contract administration shall be in accordance with Defense Acquisition Regulation. Technical guidance relative to contract administration is available from the Chief, Real Estate and Construction Division, Office of Logistics. (U)

4. This delegation of authority to execute the subject contract expires on 31 March 1981. (U)

[redacted]  
James H. McDonald

25X1

WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

**SECRET**

# ROUTING AND TRANSMITTAL

Date

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. C/FEB

1a. *XXPLD/062 Recd 4/25/80 Rm. 108*

2. DC/RECD

*30 APR 1980*

3. C/RECD

4. *DD/L*

*30 APR 1980*

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*OK  
TO GO!*

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No. Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Delegation of Authority to Act as  
Contracting Officer

P O + M 8-1

FROM:

EXTENSION

NO.

C/RECD

DATE

30 Apr 80

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1.

D/L

30 APR 1980

f

JIM

RECD has coordinated with FBO and we consider this repair effort to be essential. Neither FBO nor RECD has anyone available to make an on site inspection, but in view that the cost and effort is fair and reasonable, approval is recommended.

Tony

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15.

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